



COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 13-2011

Posting Date: March 23, 2011

JOB TITLE	<u>INFORMATION SYSTEMS ANALYST II /DATA INTEGRATION</u> <u>(ONLINE FILING ONLY.</u> <u>PAPER APPLICATION WILL NOT BE ACCEPTED)</u>
EXAM NUMBER	22591F
FILING DATES	March 24, 2011 until needs are met
SALARY	\$5,088.73 - \$6,673.64 MONTHLY
POSITION INFORMATION	Under general supervision, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.
ESSENTIAL JOB FUNCTIONS	<p>Completes change management documentation and coordinates approvals according to departmental procedures.</p> <p>Evaluates impact of solution alternatives, performs cost/benefit analysis, analyzes constraints, and assesses risk to support go/no go and build/buy decision-making.</p> <p>Prepares detailed specifications, addressing scope and boundaries of the system, data requirements, algorithms, user functions, forms and reports, workflow, interfaces, security, audit trails, and business continuity requirements.</p> <p>Develops and maintains implementation and conversion plans.</p> <p>Prepares technical systems documentation, user manuals and online help.</p> <p>Monitors system compliance with established IT policies, procedures, guidelines, plans and standards.</p> <p>Performs analysis to help resolve application problems.</p> <p>Collaborates with other technical staff to perform unit testing, integration testing, production simulation and load testing, and network testing.</p> <p>Installs software in support of business applications.</p> <p>Prepares hardware and software specifications for procurement.</p> <p>Coordinates software system installation and monitor equipment functioning to ensure specifications are met.</p> <p>Obtains and evaluates information on factors such as reporting formats required,</p>

Department of Mental Health: Address: 550 S. Vermont Ave., Room 901, Los Angeles, CA 90020
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

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SELECTION REQUIREMENTS

costs, and security needs to determine hardware configuration.

OPTION I: Graduation from an accredited* college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and one (1) year of recent, full-time, paid experience in information systems analysis, design, business analysis, systems configuration, and integration in a centralized information technology organization**, -OR-

OPTION II: One (1) year of experience as an Information Systems Analyst I*** in the service of Los Angeles County with experience in information systems analysis, design, business analysis, systems configuration, and integration in a centralized information technology organization**, OR-

OPTION III: Two (2) years of recent, full-time, paid experience in information systems analysis, design, business analysis, systems configuration, and integration in a centralized information technology organization**.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information:

***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc.

Transcripts: In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Masters degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, or official certificates with your application at the time of filing.

**Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or, at the Sheriff's Department, the coordinated executive command structure) for the department or major organization unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationships to the IT requirements and initiatives of the department or major organizational unit.

***To qualify under Option II, applicants must have held the Los Angeles County payroll title of Information Systems Analyst I for one year. **NO OUT OF CLASS EXPERIENCE WILL BE ACCEPTED.**

DESIRABLE QUALIFICATIONS	<p>Demonstrated knowledge of Data Integration in Healthcare field.</p> <p>Demonstrated working experience of building interfaces (HL7 and XML).</p> <p>Demonstrated hands-on experience of troubleshooting data interfaces.</p>
SPECIAL INFORMATION	<p>Shift: Any Shift</p> <p>While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.</p> <p>Past and present mental health clients and family members are encouraged to apply.</p>
VACANCY INFORMATION	<p>The resulting eligible register for this examination will be used to fill vacancies for the Enterprise Applications Division/Data Integration, Chief Information Office Bureau, Department of Mental Health.</p>
EXAMINATION CONTENT	<p>This examination will consist of an oral interview covering training, experience, and the general ability to perform the duties of this position weighted 100%.</p> <p>Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.</p>
ELIGIBILITY INFORMATION	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>Retake: No person may compete for this examination more than once every twelve (12) months.</p>
APPLICATION INFORMATION	<p style="text-align: center;">* * * * IMPORTANT INFORMATION * * * *</p>
	<p>How to Apply: All applicants are required to submit a standard County of Los Angeles Employment Application on-line. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended or closed at anytime without advance notice.</p> <p>Instructions for Filing Online: A standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically beginning March 24, 2011. Applications electronically received after 5:00 p.m. PST on the last day of filing will not be accepted.</p> <p>ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.</p> <p>Applicants must complete and submit their applications, upload required documents (e.g. Diploma, Official Transcripts, Training Certificates, Resume and/or additional examination related documents, etc.) as attachment(s) at the time of on-line filing.</p> <p>Note: If you are unable to attach the required documents, you may fax them to (213) 637-4585 or email to fman@dmh.lacounty.gov within five (5) business days of on-line filing. Please include examination number and examination title.</p> <p>TO APPLY ONLINE, CLICK ON THE LINK BELOW ON OR AFTER MARCH 24, 2011:</p>

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https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=2168BR

The acceptance of your application depends on whether you have CLEARLY shown that you meet the REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

PLEASE DISREGARD THE PREVIOUS STATEMENT.

ONLINE FILING ONLY.

APPLICATIONS WILL NOT BE ACCEPTED BY U.S. MAIL, FAX, OR IN PERSON. ,
(213) 738-2823

DISABILITY ACCOMMODATIONS

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2823.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2823. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 . The County will attempt to meet reasonable accommodation requests whenever possible.

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Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.